

North Carolina COVID-19 Vaccine Management System (CVMS)

Provider Portal

How to Add, Edit, and Remove your Location on the Vaccine Site Finder Website

Version 5

May 17, 2021



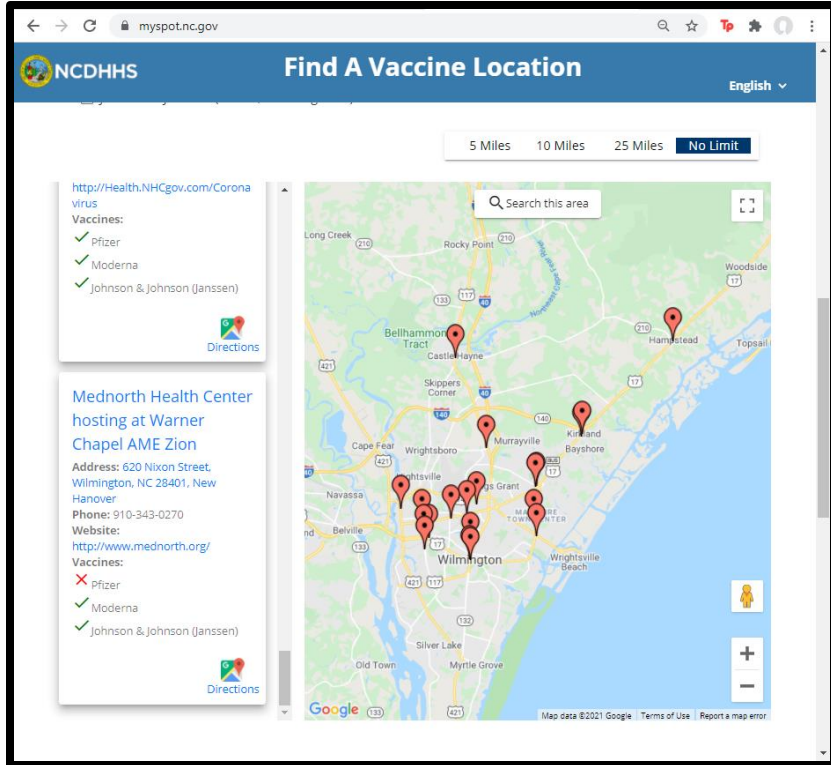
NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



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Overview



This user guide will explain how to:

- Edit a location's information on the Vaccine Site Finder website
- Add a location to the Vaccine Site Finder website
- Remove a location from the Vaccine Site Finder website

North Carolina's Vaccine Site Finder website (<https://MySpot.nc.gov>) helps people find COVID-19 vaccine providers close to them.

It displays COVID-19 providers' locations and their websites and/or phone numbers where eligible recipients can schedule an appointment to receive a COVID-19 vaccine.

ALL providers that are receiving dose allocations and are taking appointments or walk-ins should be displayed on the Vaccine Site Finder website.

The only providers that receive allocations that should not be on the Vaccine Site Finder website are providers who are only vaccinating their own patient population (e.g., long term care, correctional facilities, or primary care providers only vaccinating their own patients)

Now, let's get started!



If you have any questions, issues or requests, please go to the
CVMS Help Desk Portal* at https://ncgov.servicenowservices.com/csm_vaccine and select “Vaccine Provider”

OR

Call the COVID-19 Vaccine Provider Help Center at (877) 873-6247 and select option 1. The COVID-19 Vaccine Provider Help Center is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET

Saturday – Sunday: 10:00 AM – 6:00 PM ET

* On the home page of the CVMS Help Desk Portal, select the "**Vaccine Provider**" option to submit your question, issue, or request.

Providers that are first time users of the CVMS Help Desk Portal will have to follow the steps below:

1. Register for an account on the portal by clicking 'Register' in the top right-hand corner
2. Populate your first name, last name, business e-mail, and your registration code

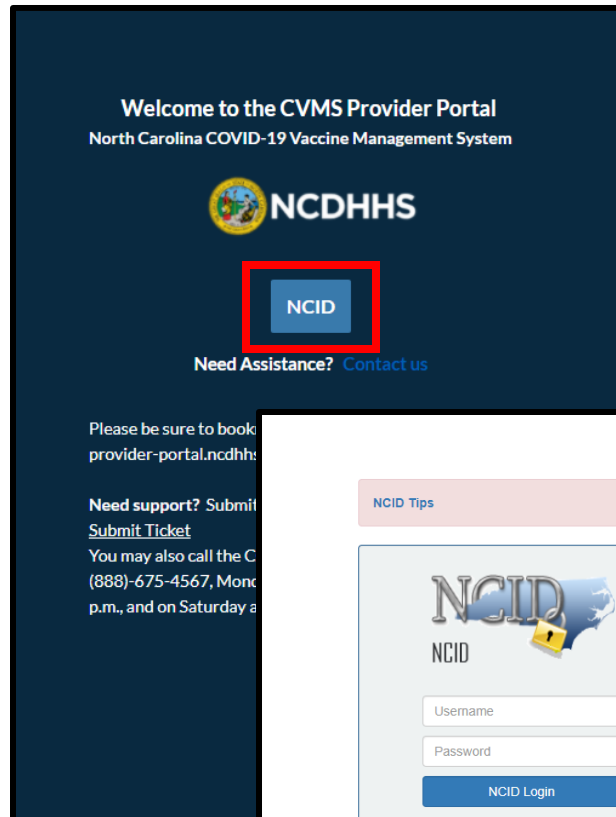
NOTE: The registration code is your Provider PIN (i.e., NCA650001), which can be found on the packing lists received with your Vaccines For Children shipments, or in the top right-hand corner of a wasted / expired report generated from the North Carolina Immunization Registry (please add “NCA” to the front of the six-digit PIN#)

For providers who are not enrolled or may not have a Provider PIN, you may use the following generic Provider PIN to register: VAC2021

3. You will receive an e-mail with your username and temporary password to log into the portal

Edit Location Details Displayed on the Vaccine Site Finder Website

Step 1 of 11: Log in to the CVMS Provider Portal

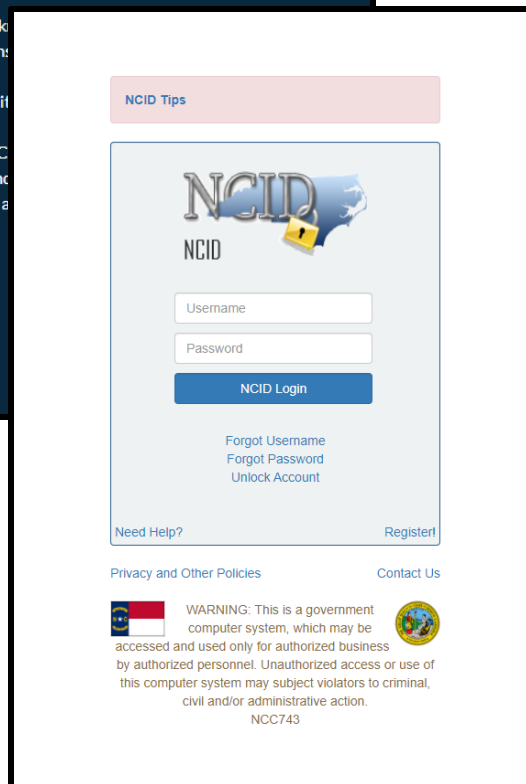


This user guide is for users with the Healthcare Location Manager profile only.

1. Log into the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
2. Enter your NCID username and password


Audience

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Location Manager



Step 2 of 11: Navigate to the Locations Tab

1. Click on the **LOCATIONS** tab



Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

More

You are currently logged in as Clinic Location1

Switch Locations

Recipient Check-In

You can check in a recipient by entering their appointment confirmation number into the box below

Appointment Confirmation Number

Go

No Appointment Confirmation Number?

Search Appointments

Today's Appointments

TIME	DETAILS	CASE NUMBER	LOCATION
Mar 10, 21, 08:00 AM	TJ TJ Dose 1 Scheduled	03045802	Clinic Location1
Mar 10, 21, 09:47 AM	Wednesday Morning Dose 1 Scheduled	03045809	Clinic Location1
Mar 10, 21, 09:57 AM	Jennifer Yu Dose 2 Scheduled	03045108	Clinic Location1
Mar 10, 21, 10:46 AM	Tar Ramses Heels Dose 1 Scheduled	03045812	Clinic Location1
Mar 10, 21, 10:48 AM	Buzz Fred Lightyear Dose 1 Scheduled	03045814	Clinic Location1

View all

Appointment Walk-In

You can search for eligible individuals by name, date of birth and email. Note that the system will search on exact matches only, no partial.

Audience


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Step 3 of 11: Select the Specific Location

1. Click on the **LOCATION NAME** you wish to edit

Audience

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Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

More

New

Enable Scheduling

Filter by Name

Filter by Address


Filter by Start Date

Filter by Closing Date

Location Name	Account	Address	Start Date	Closing Date
Walmart Store- UAT - Do Not Use	TestLoc_UAT1	3633 Clemmons Rd, Clemmons, North Carolina 27012-8725 336-293-1395		
Training Team Vaccine Provider - Site 2	Training Team Vaccine Provider - Site 2	1 fayetteville street, Raleigh, North Carolina 27601 123456789		
Walmart Store # 1060- UAT -	TestLoc_UAT1	G120 Morganton Heights Blvd, Morganton, North Carolina		

Step 4 of 11: Edit your Location Record

- 1. Click **EDIT**



Home

Recipient


Appointments

Locations

Bulk Registration

Vaccine Inventory

More ▾

 Location

Training Team Vaccine Provider - Site 2

Edit

Details

Related

Availability

Location Name

Training Team Vaccine Provider - Site 2

Event Type ⓘ

Not Applicable

✓ Scheduling Information

Display on Vaccine Site Locator ⓘ

Yes

Appointment Phone ⓘ

123456789

Account

[Training Team Vaccine Provider - Site 2](#)

CVMS Scheduling ⓘ


☐

Appointment Scheduling Website ⓘ

[www.trainingsite.com](#)

Audience

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9

Step 5 of 11: Edit the Location Information

Edit Training Team Vaccine Provider - Site 2

Location Name

Training Team Vaccine Provider - Site 2

Event Type

Not Applicable

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Phone

123456789

Available Vaccine Brands

Available

Janssen Products, LP
Moderna US, Inc.
Pfizer-BioNtech

Chosen

Brand Override

Start Date

Address

Street Address

1 fayetteville street

City

Raleigh

State

Street Address 2

County

Wake

Postal Code

Account

Training Team Vaccine Provider - Site 2

CVMS Scheduling

Appointment Scheduling Website

www.trainingsite.com

Available Date

5/13/2021

Closing Date

Cancel

Save & New

Save

On this screen you can:

1. **EDIT** a location’s information that is displayed on the Vaccine Site Finder website
 - LOCATION NAME
 - WEBSITE AND PHONE NUMBER for scheduling appointments
 - LOCATION ADDRESS
2. **SELECT VACCINE BRANDS** to be shown to recipients on the Vaccine Site Finder website

Audience

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Location Manager

Step 6 of 11: Change Location Name

Edit Training Team Vaccine Provider - Site 2

* Location Name
Training Team Vaccine Provider - Site 2

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Phone
123456789

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	
Moderna US, Inc.	
Pfizer-BioNtech	

Brand Override
☐

Start Date
5/13/2021

CVMS Scheduling
☐

Appointment Scheduling Website
www.trainingsite.com

Available Date
5/13/2021

Closing Date

Address

* Street Address
1 fayetteville street

* City
Raleigh

* State

Street Address 2

* County
Wake

* Postal Code

Cancel Save & New Save

1. Edit **LOCATION NAME** to change the name that displays on the Vaccine Site Finder website

Note, create a new location instead of editing an existing location if this is a different vaccination location.

Do not change the Event Type if it is Not Applicable.

2. Click **SAVE**

Audience

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Tips

The **LOCATION NAME** field will have to be less than 80 characters.

CLICK SAVE to save any changes

Step 7 of 11: ADD or REMOVE a Location from the Vaccine Site Finder Website

Form titled "Edit Training Team Vaccine Provider - Site 2".

Fields include:

- Location Name: Training Team Vaccine Provider - Site 2
- Account: Training Team Vaccine Provider - Site 2
- Event Type: Not Applicable
- Scheduling Information:
 - Display on Vaccine Site Locator: Yes (highlighted with a red box)
 - CVMS Scheduling: ☐
 - Appointment Phone: 123456789
 - Appointment Scheduling Website: www.trainingsite.com
 - Available Vaccine Brands: Janssen Products, LP, Moderna US, Inc., Pfizer-BioNtech
 - Brand Override: ☐
 - Start Date:
 - Closing Date:
 - Available Date: 5/13/2021
- Address:
 - Street Address: 1 fayetteville street
 - Street Address 2:
 - City: Raleigh
 - County: Wake
 - State:
 - Postal Code:

Buttons: Cancel, Save & New, Save.

1. Select Yes to **DISPLAY ON VACCINE SITE LOCATOR** to *add* your site to the Vaccine Site Finder website
 - This should be checked if your location provides COVID-19 vaccines to the general public.
2. Select No to **DISPLAY ON VACCINE SITE LOCATOR** to *remove* your site from the Vaccine Site Finder website
3. Click **SAVE**

Audience

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Location Manager

Tips

Only uncheck the **DISPLAY ON VACCINE SITE LOCATOR** if your location is a correctional facility, long-term care facility, or a location that is providing COVID-19 vaccines within a restricted group of recipients.

CLICK SAVE to save any changes.

Step 8 of 11: Change Scheduling Phone Number and Website

Edit Training Team Vaccine Provider - Site 2

Location Name: Training Team Vaccine Provider - Site 2

Account: Training Team Vaccine Provider - Site 2

Event Type: Not Applicable

Scheduling Information

Display on Vaccine Site Locator: Yes

CVMS Scheduling: ☐

Appointment Phone: 123456789

Appointment Scheduling Website: www.trainingsite.com

Available Vaccine Brands:

Available	Chosen
Janssen Products, LP	
Moderna US, Inc.	
Pfizer-BioNtech	

Brand Override: ☐

Start Date:

Closing Date:

Address

Street Address: 1 Fayetteville street

Street Address 2:

City: Raleigh

County: Wake

State:

Postal Code:

Buttons: Cancel, Save & New, Save

1. Enter the **APPOINTMENT SCHEDULING WEBSITE** link to your location's website
 - You should enter the address for the website where people can book appointments
2. Enter **APPOINTMENT PHONE NUMBER** (optional if NOT using scheduling feature in CVMS)
 - This should be a public phone number that people can call for appointments or information
 - This is required if the location is using the scheduling feature in CVMS
3. Click **SAVE**

Audience

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Location Manager

Tips

If both **CVMS Scheduling** is checked and **Display on Vaccine Site Locator** is Yes, you are required to provide a phone number or a site URL.

If you have not enabled the scheduling feature in CVMS (e.g., do not check CVMS Scheduling) and **only select Yes to Display on Vaccine Site Locator**, only a website URL is required.

Step 9 of 11: Identify Vaccine Brands Your Scheduling Location Is Administering (optional)

Edit Training Team Vaccine Provider - Site 2

* Location Name
Training Team Vaccine Provider - Site 2

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Phone
123456789

Appointment Scheduling Website
www.trainingsite.com

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	
Moderna US, Inc.	
Pfizer-BioNtech	

Brand Override
☐

Start Date
[Calendar Icon]

Address

* Street Address
1 fayetteville street

Street Address 2

* City
Raleigh

* County
Wake

* State
[Dropdown]

* Postal Code

Cancel Save & New Save

For primary locations, CVMS will automatically select all vaccine brands for which you have inventory available. CVMS will review and update inventory on the Vaccine Site Finder website daily at 5:00 AM and 5:00 PM so that it is in sync with the inventory available for this location.

If you prefer to **MANUALLY** manage the vaccine brands recipients will see, you can follow the instructions below:

1. Select the **BRAND OVERRIDE** checkbox
2. **EDIT** the **AVAILABLE VACCINE BRAND** field pick-list by using the left facing arrow to **DE-SELECT** the vaccine brands that will NOT be administered at your location
3. Continue with any other edits to your location and **SAVE**

Audience

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Location Manager

Tips

For more information on the **Brand Override** functionality on the next slide of this user guide.

Using the Brand Override Functionality

The screenshot shows a web interface for selecting vaccine brands. It has two main columns: 'Available' and 'Chosen'. In the 'Available' column, 'Janssen Products, LP' is listed. In the 'Chosen' column, 'Moderna US, Inc.' and 'Pfizer-BioNtech' are listed. A red box highlights a left-pointing arrow between the two columns. Below the 'Available' column, there is a 'Brand Override' checkbox which is checked, also highlighted with a red box.

- By selecting **BRAND OVERRIDE**, you will override CVMS' automatic COVID-19 vaccine brand selection based on your location's inventory and you will be responsible for ensuring that the **CHOSEN** brand(s) reflect what is available in this location's inventory on an on-going basis.
- If you decide that you no longer wish to override CVMS' automatic COVID-19 vaccine brand selections, **DE-SELECT** Brand Override to opt-out of the override feature.
- The system will then update your COVID-19 vaccine brands to align with the location's inventory daily at 5:00 AM and 5:00 PM.

Vaccine Site Finder Website - Recipient View:

When a vaccine brand is de-selected from the **CHOSEN** list, it will appear on the Vaccine Site Finder website with an **X** signaling that the vaccine brand is **NOT** available at this location. Vaccine brands that are available will have a **✓** signal to indicate that the location has inventory available for that vaccine brand.

The screenshot shows the 'Find A Vaccine Location' page on the NCDHHS website. It features a map of Cape Fear, NC, with a search bar and distance filters (5 Miles, 10 Miles, 25 Miles, No Limit). A location card for 'Mednorth Health Center hosting at Warner Chapel AME Zion' is displayed. The card lists the address, phone, and website. Below this, a 'Vaccines' section shows a list of brands: Pfizer (marked with a red X), Moderna (marked with a green checkmark), and Johnson & Johnson (Janssen) (marked with a green checkmark). A red box highlights the 'Vaccines' section.

Step 10 of 11: Edit Address

Edit Training Team Vaccine Provider - Site 2

Location Name

Training Team Vaccine Provider - Site 2

Event Type

Not Applicable

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Phone

123456789

Available Vaccine Brands

Available

Janssen Products, LP
Moderna US, Inc.
Pfizer-BioNtech

Chosen

Brand Override

☐

Start Date

Account

Training Team Vaccine Provider - Site 2

CVMS Scheduling

☐

Appointment Scheduling Website

www.trainingsite.com

Available Date

5/13/2021

Closing Date

Address

Street Address

1 fayetteville street

City

Raleigh

State

Street Address 2

County

Wake

Postal Code

Cancel

Save & New

Save

You may change the address for a location.

1. Edit the Street Address, City, State, Postal Code, County
 - The address should always be the location where you are vaccinating people, NOT the shipping address.
2. Click **SAVE**

Audience

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Tips

There will be a small delay (up to 2 hours) between when you edit your address and when the updated address is shown on the Vaccine Site Finder website.

CLICK SAVE to save any changes.

Step 11 of 11: Receive Confirmation of Changes

Once you are done editing, and have **clicked SAVE** to save the changes, a success notification will appear at the top of the screen.

Audience

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Location "Training Team Vaccine Provider - Site 2" was saved.

Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

More

Location

Training Team Vaccine Provider - Site 2

Edit

Details

Related

Availability

Location Name

Training Team Vaccine Provider - Site 2

Event Type

Not Applicable

Account

Training Team Vaccine Provider - Site 2

Default

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Phone

123456789

Available Vaccine Brands

Moderna US, Inc.;Pfizer-BioNtech

Brand Override

☒

CVMS Scheduling

☐

Appointment Scheduling Website

www.trainingsite.com

Available Date


5/13/2021

Closing Date

Create Community Vaccine Event Locations and Display Them on the Vaccine Site Finder Website

Step 1 of 9: Create a New Community Vaccine Event Location

1. To begin, click on the **LOCATIONS TAB**



Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

More

You are currently logged in as Clinic Location1

Switch Locations

Recipient Check-In

You can check in a recipient by entering their appointment confirmation number into the box below

Appointment Confirmation Number

Go

No Appointment Confirmation Number?

Search Appointments

Today's Appointments

TIME	DETAILS	CASE NUMBER	LOCATION
Mar 10, 21, 08:00 AM	TJ TJ Dose 1 Scheduled	03045802	Clinic Location1
Mar 10, 21, 09:47 AM	Wednesday Morning Dose 1 Scheduled	03045809	Clinic Location1
Mar 10, 21, 09:57 AM	Jennifer Yu Dose 2 Scheduled	03045108	Clinic Location1
Mar 10, 21, 10:46 AM	Tar Ramses Heels Dose 1 Scheduled	03045812	Clinic Location1
Mar 10, 21, 10:48 AM	Buzz Fred Lightyear Dose 1 Scheduled	03045814	Clinic Location1

View all

Appointment Walk-In

You can search for eligible individuals by name, date of birth and email. Note that the system will search on exact matches only, no partial.

Audience

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Location Manager

Tips

If you organize a community COVID-19 vaccine event, you must add these locations to CVMS and display them on the Vaccine Site Finder website.


This does not impact dose allocation, or where doses are shipped to.

Step 2 of 9: Click New

1. Click the **NEW** button

Audience

Healthcare
Location Manager



NCDHHS
CVMS Provider Portal

Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

More ▾

New

Enable Scheduling

Filter by Name

Filter by Address

Filter by Start Date

Filter by Closing Date

Location Name ▾	Account ▾	Address ▾	Start Date	Closing Date	
Clinic Location1	Clinic Org1	1204 SCHOOL ST, WILKES-BORO, North Carolina 28697	04/07/2021		▾
Sunny Skies Clinic	Sunny Skies Clinic	1355 Springlawn Ct, Raleigh, North Carolina 27609 919-919-0000	04/13/2021		▾
		123 Test Dr Raleigh, North			

Step 3 of 9: Name Your Location

New Location: Pop-Up Locations

* Location Name
Pop-Up Clinic

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Phone
111-111-1111

CVMS Scheduling
☐

Appointment Scheduling Website
www.yourshot.com

Available Vaccine Brands

Available
Janssen Products, LP
Pfizer-BioNtech

Chosen
Moderna US, Inc.

Available Date
5/17/2021

Start Date

Closing Date

Address

* Street Address
123 Test Dr

Street Address 2

* City
Raleigh

* County
Wake

* State
North Carolina

* Postal Code
27609

Cancel Save & New Save

1. Enter **LOCATION NAME** (location Name must be less than 80 characters)
2. Select an **ACCOUNT**
 - Select the provider account that the event is affiliated with. If your user ID is associated with multiple providers, you can select from those providers here.

Audience

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Step 4 of 9: Select Event Type

New Location: Pop-Up Locations

* Location Name
Pop-Up Clinic

* Event Type ⓘ
Short Term Community Event

* Account
Training Team Vaccine Provider - Site 2

Scheduling Information

Display on Vaccine Site Locator ⓘ
Yes

Appointment Phone ⓘ
111-111-1111

CVMS Scheduling ⓘ
☐

Appointment Scheduling Website ⓘ
www.yourshot.com

Available Vaccine Brands

Available
Janssen Products, LP
Pfizer-BioNtech

Chosen
Moderna US, Inc.

Available Date
5/17/2021

Start Date ⓘ

Closing Date ⓘ

Address

* Street Address ⓘ
123 Test Dr

* City
Raleigh

* State
North Carolina

Street Address 2

* County
Wake

* Postal Code
27609

Cancel Save & New Save

Indicate whether this location is a community vaccine event in **EVENT TYPE**.

1. Select **EVENT TYPE** from list

- Select “Short Term Event” if the location is a pop-up event that will run for less than 3 weeks
- Select “Long Term Event” if the location is an event that will run for 3 weeks or longer

Audience

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Location Manager

Tips

Step 5 of 9: Display your Location on the Vaccine Site Finder Website

New Location: Pop-Up Locations

* Location Name
Pop-Up Clinic

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Phone
111-111-1111

Appointment Scheduling Website
www.yourshot.com

CVMS Scheduling
☐

Available Vaccine Brands

Available
Janssen Products, LP
Pfizer-BioNtech

Chosen
Moderna US, Inc.

Available Date
5/17/2021

Start Date

Closing Date

Address

* Street Address
123 Test Dr

* City
Raleigh

* State
North Carolina

Street Address 2

* County
Wake

* Postal Code
27609

Cancel Save & New Save

1. Check the **DISPLAY ON VACCINE SITE LOCATOR** box
 - Only uncheck **DISPLAY ON VACCINE SITE LOCATOR** if your location is a correctional facility, long-term care facility, or a location that is providing vaccines within a selected group of recipients.
2. Enter the **APPOINTMENT SCHEDULING WEBSITE** link to your location's website (required when CVMS Scheduling is unchecked)
3. Enter **APPOINTMENT PHONE NUMBER**

Audience

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Location Manager

Step 6 of 9: Activate the Scheduling Feature of CVMS and Set Appointment Dates (Optional)

New Location: Pop-Up Locations

* Location Name
Pop-Up Clinic

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Phone
111-111-1111

Appointment Scheduling Website
www.yourshot.com

Available Vaccine Brands

Available
Janssen Products, LP
Pfizer-BioNtech

Chosen
Moderna US, Inc.

CVMS Scheduling
☐

Available Date
5/17/2021

Start Date

Closing Date

Address

* Street Address
123 Test Dr

* City
Raleigh

* State
North Carolina

Street Address 2

* County
Wake

* Postal Code
27609

Cancel Save & New Save

1. If your location will use the scheduling feature in CVMS, check the **CVMS SCHEDULING** box
2. Set the **AVAILABLE DATE** to be the date you are creating the location
3. Set the **START DATE** to be the first date for which you would like recipients to book appointments initially
4. Set the **CLOSING DATE** to be the last date for which you would like recipients to book appointments initially

Note, you can change the Start Date and Closing Date later, but recipients will be able to book appointments once the location is displayed on the vaccine site locator.

You can choose to display the location on the vaccine site locator later once you are ready for the location to be displayed.

Audience

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Tips

You will be able to check the CVMS Scheduling box only after the scheduling feature is enabled by the CVMS team for your location. See the **CVMS Provider Portal Manage Appointment Scheduling User Guide** for more information about utilizing the scheduling feature in CVMS at <https://covid19.ncdhhs.gov/cvms-provider-portal-manage-appointment-scheduling-user-guide/download>.

Step 7 of 9: Identify Vaccine Brands Your Scheduling Location Is Administering

New Location: Pop-Up Locations

Location Name

Pop-Up Clinic

Event Type

Short Term Community Event

Account

Training Team Vaccine Provider - Site 2

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Phone

111-111-1111

Available Vaccine Brands

Available

Chosen

Janssen Products, LP

Pfizer-BioNtech

Moderna US, Inc.

Start Date

Closing Date

CVMS Scheduling

Appointment Scheduling Website

www.yourshot.com

Available Date

5/17/2021

Address

Street Address

123 Test Dr

City

Raleigh

State

North Carolina

Street Address 2

County

Wake

Postal Code

27609

Cancel

Save & New

Save


1. Select products in the **AVAILABLE** vaccine brand field pick list and click on the Arrow pointing to the right to add them to the **CHOSEN** list to decide which brands recipients will see on the Vaccine Site Finder website
2. Click **SAVE**

Audience

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Location Manager

Tips

For pop-up locations, the system will NOT automatically select vaccine product brands. **You will need to select all vaccine product brands to be displayed on the Vaccine Site Finder website manually.**



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Step 8 of 9: Enter Address

New Location: Pop-Up Locations

* Location Name
Pop-Up Clinic

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Phone
111-111-1111

CVMS Scheduling
☐

Appointment Scheduling Website
www.yourshot.com

Available Vaccine Brands

Available
Janssen Products, LP
Pfizer-BioNtech

Chosen
Moderna US, Inc.

Available Date
5/17/2021

Start Date

Closing Date

Address

* Street Address
123 Test Dr

Street Address 2

* City
Raleigh

* County
Wake

* State
North Carolina

* Postal Code
27609

Cancel Save & New Save

1. Enter the Street Address, City, State, Postal Code, and County
2. Click **SAVE**

Audience

Healthcare
Location Manager

Tips

The **Address** is the location where you are vaccinating recipients; this is the address that will be displayed on the Vaccine Site Finder website (please do not enter the location's shipping address).

After making changes, please connect to the Vaccine Site Finder website at <https://myspot.nc.gov> to check that the geolocation correctly identified your location's address.

There will be a small delay (up to 2 hours) on syncing before your updated address is shown on the Vaccine Site Finder website.


Step 9 of 9: Confirmation

ALWAYS CLICK SAVE AFTER YOU ARE DONE

Once you are created the location and saved the changes, a success notification will appear at the top of the screen.

Audience

Healthcare
Location Manager



Location "Pop-Up Clinic" was created.

Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

More

Location

Pop-Up Clinic

Edit

Details

Related

Availability

Location Name

Pop-Up Clinic

Event Type

Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Phone

111-111-1111

Available Vaccine Brands

Moderna US, Inc.

Start Date

Address

Account

Training Team Vaccine Provider - Site 2

CVMS Scheduling

Appointment Scheduling Website

www.yourshot.com

Available Date

5/17/2021

Closing Date

Hide a Location from the Vaccine Site Finder Website

New Location: Pop-Up Locations

Information

* Location Name
Pop-Up Clinic

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator
No

Appointment Phone
111-111-1111

Available Vaccine Brands

Available
Janssen Products, LP
Pfizer-BioNtech

Chosen
Moderna US, Inc.

CVMS Scheduling
☐

Appointment Scheduling Website

Available Date
5/17/2021

Start Date

Closing Date

Address

* Street Address
123 Test Dr

Street Address 2

* City
Raleigh

* County
Wake

* State

* Postal Code

Cancel Save & New Save

1. To not display a Community Vaccine Event Location on the Vaccine Site Finder website, select No for **DISPLAY ON VACCINE SITE LOCATOR**.
2. Click **SAVE**

Audience

Healthcare
Location Manager

Tips

Note that it may take up to 2 hours for your location to no longer be displayed once you enter No for Display On Vaccine Site Locator box.

Appendix

Location Management Overview

Users with a Healthcare Location Manager profile can list their information on the Vaccine Site Finder website (<https://MySpot.nc.gov>).



1

As a Healthcare Location Manager, you can edit your location information that is displayed on the Vaccine Site Finder website (<https://MySpot.nc.gov>).

You can also add new locations for community vaccine events that can be displayed on the Vaccine Site Finder website.



2

In the CVMS Provider Portal, you can click on the name of the location you wish to edit and then click on the edit button.

To create a new location for a community vaccine event, you can click on the new button.

Vaccine Site Finder Key Terms

Public Location Name

The location name that appears on the Vaccine Site Locator website (<https://MySpot.nc.gov>).

Community Vaccine Event

Select Long-Term Events for recurring pop-up events (i.e., weekly). Select Short Term Events for one-time pop-up community vaccine events. For permanent locations, select 'Not Applicable'.

Display on Vaccine Site Locator

This field MUST have the value of YES to appear on the public Vaccine Site Locator website. Select NO if your location should NOT be listed. You should only ever set it to NO if you are only vaccinating a limited recipient population (e.g., long-term care facility, prison).

Appointment Scheduling Website





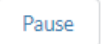
Enter the public facing website URL where people can schedule appointments or learn how to get vaccinated at your site. You can leave blank this field if you are using the scheduling feature in CVMS.

CVMS Scheduling

Indicates that this location will use the scheduling feature in CVMS. This feature is optional.

Additional Notes

Key Items:

- **Hyperlinks** appear as light blue and will provide additional information or navigation.
- *** Asterisks** are used to denote required information.
-  A Toggle can be clicked to see selectable options.
-  A Pen can be clicked to make edits to the field.
-   Navigation Buttons can be clicked on to progress to the “next” or the “previous” step in a task.
-  A Pause button can be clicked if you wish to step away / and return to your form later. You will be prompted to review your previously entered data upon your return/ login.

Contact Information:

- All questions should be directed to the CVMS Help Desk Portal at https://ncgov.servicenow.services.com/csm_vaccine.

Supported Web Browsers:

- Please use the latest version of Chrome, Firefox, Safari, or Edge Chromium browsers to access CVMS.
- For more information on supported browsers, see https://help.salesforce.com/articleView?id=getstart_browsers_sfx.htm&type=5
- Note: Internet Explorer and Edge (non-Chromium) browsers are not supported.

User Guide Change Log

Version	Date of Change	Changes Made	Impacted Slides	Author
1	03/12/2021	<ul style="list-style-type: none">Initial document	-	Kevin Kauffman, Kechia Scott, Kristin Clark
2	03/25/2021	<ul style="list-style-type: none">Added tip about Display Vaccine Site Locator field	13	Tabitha McKelvy
3	04/01/2021	<ul style="list-style-type: none">Update screenshots to add Available Vaccine Brand field to location record		Tabitha McKelvy
4	04/16/2021	<ul style="list-style-type: none">Updated screenshots and content to show Enable Scheduling and Display on Vaccine Site Locator dropdownAdded tip to set the Location Setting to Default	7-17,20-28	Kevin Kauffman
5	5/17/2021	<ul style="list-style-type: none">Updated screenshots and content to show the scheduling dates being on the location detailsRemoved references to Location Setting	8-28	Kevin Kauffman